

Regular Meeting - January 20, 2014

A regular meeting of the Perth and District Union Public Library Board was held on Monday, January 20, 2013 at 4:30p.m.

In attendance were:

Peter Wagland, Councillor, Drummond/North Elmsley, **Chair**

Mark Burnham, Councillor, Tay Valley

Allan McLean, Town of Perth

Joan Wickware, Drummond/North Elmsley

Carol Rigby, Tay Valley

Brian Sutton, Tay Valley

Lynn Marsh, Secretary-Treasurer

Elizabeth Goldman, Chief Librarian

Neil Fennell, Town of Perth

John Kalbfleisch, Drummond/North Elmsley

Regrets

John Gemmell, Deputy Mayor, Town of Perth

Peter Wagland called the meeting to order at 4:31 p.m.

Declaration of interest

None

Approval of previous minutes

14-1 Moved by Mark Burnham and seconded by Neil Fennell that the minutes of the December 16th, 2013, meeting be approved as amended.

Carried.

Business arising from the minutes

Subsequent to last meeting, duplicate motion numbers noticed in November minutes. Will be looked into by Elizabeth Goldman.

14-2 Moved by Mark Burnham and seconded by Allan McLean that the in camera minutes from the December 16th meeting, read by Peter Wagland be approved as read.

Carried.

Additions and approval of agenda

Insurance

Credit card for CEO

Michael retirement

14-3 Moved by Carol Rigby and seconded by Neil Fennell that the additions to the agenda be accepted.

Delegations

None

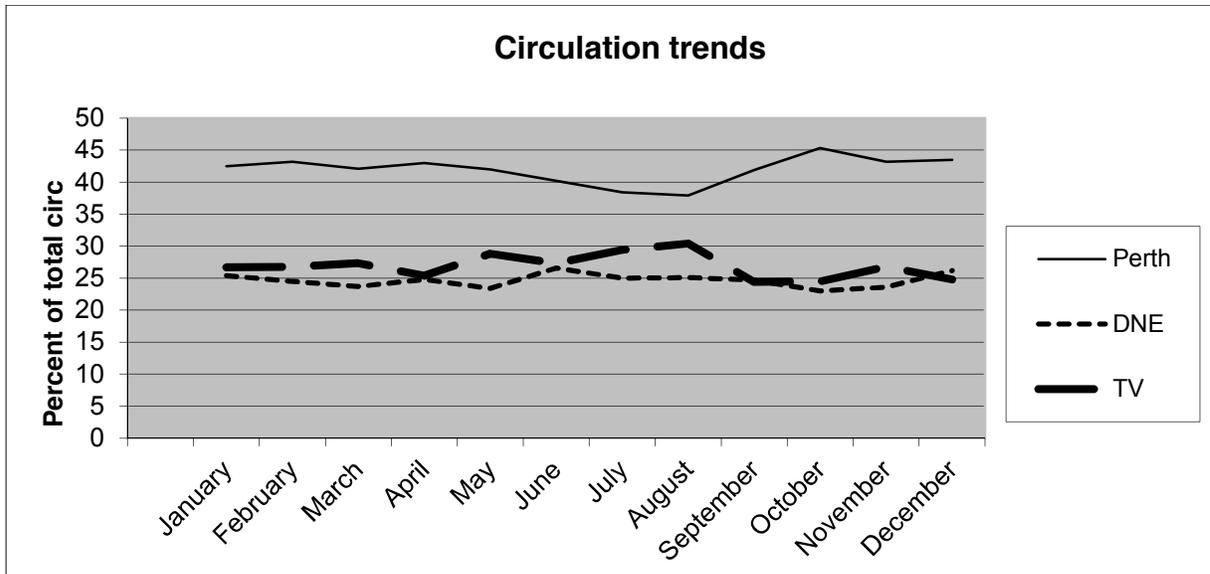
CEO's report

Librarian's Report

January 2014

Usage statistics:

Metric	December2013	December 2012	Percent change
Total circulation	8,794	10,241	14.1%
- % Perth	43.5%	43.9%	0.9%
- % Drummond/NE	26.2%	22.9%	14.4%
- % Tay Valley	24.8%	27.2%	8.8%
- % other	5.5%	6.0%	8.3%
Public computer sessions	640	664	3.6%
Teen computer sessions	173	NA	NA
Wireless sessions	450	450	No change
Electronic uses	33,011	27,194	21.4%
E-book downloads	933	634	47.2%
Website visits	12,606	8,938	41%
People entering	8,974	8,886	1.0%
Questions answered	571	579	1.4%
Volunteer hours	72	59	22%
Programs	18	15	20%
Program attendees	253	221	14.5%



Annual statistics

Metric	2013	2012	Percent change
Total circulation	134,432	137,875	2.5%
- % Perth	41.8%	43.3%	3.5%
- % Drummond/NE	24.7%	23.6%	4.7%
- % Tay Valley	27.0%	27.9%	3.2%
- % other	6.5%	5.2%	25%
Public computer sessions	11,005	10,143	8.5%
Teen computer sessions	1,137 (June-Dec)	NA	NA
Wireless sessions	5,650	4,800	17.7%
Electronic uses	382,721	288,501	32.7%
E-book downloads	8,908	5,605	58.9%
Website visits	124,740	98,618	26.5%
People entering	127,197	124,648	2.0%
Questions answered	9,115	9,357	2.6%
Volunteer hours	1,317	780	68.9%
Programs	464	284	63.4%
Program attendees	4,229	3,035	39.3%

Finance and building

Year-end spending progressed smoothly. Michael Lamping is wrapping up the 2013 books for the auditor, and Lynn Marsh will start her bookkeeper work beginning January 2014. A draft contract for review by the board will be made available.

The 2014 Canada Summer Jobs and Young Canada Works applications have been submitted. These grants partially fund two of our summer positions. Rebecca McPhee will be this year's coordinator of the summer program and will be working an additional 3-4 works to complete a project assessing evaluation models we can use to measure the program's impact.

The Property Committee met on January 6, 2014, and reviewed projects completed in 2013 and planned for 2014; the 2013-22 long-term capital budget; the asset management plan; and the disaster and financial plans. The committee's next meeting is scheduled for Tuesday, February 18, at 10 a.m. Current focuses of research include possibilities for an upgrade to the library's internet access, the installation of a phone system, and an RFP for new carpet.

Programming, staff and services

Staff performance evaluations have been completed. Penelope Bass, library technician since 2004, has given notice of her retirement effective March 30, 2014.

A union-management meeting was held on Tuesday, January 7, with discussion of job descriptions, pay equity, a backup system for the busy summer hours, and space for a union bulletin board. The union has placed information for members on a portion of an existing bulletin board in the staff area.

Statistics for the complete 2013 calendar year show increases in nearly every area except circulation. While circulation decreased by 2.5%, e-book circulation went up almost 60% over the year. Taken as a whole, e-books represented 6.2% of total circulation in 2013, up from 3.9% the year before. We also saw substantial increases in program attendance (up 39%), volunteer hours (up 69%), use of the study room (up 51%), and interlibrary loan items sent out (up 25%). Our revamping of the home delivery service resulted in a 40% increase in books delivered in 2013.

Programming was quieter in December, as usual and even more so because of the harsh weather. A family game day on December 28 drew a group of a dozen, and a PA Day screening of *Turbo* for kids on the last day before the winter break got good attendance. Rachel, Laurie, Julie and I held a programming retreat at Rachel's home on December 18 to discuss plans for 2014, the programming budget, how to add better evaluation to our programs, and how to ensure our level of programming is sustainable. Staff will also be looking at ways to increase outreach programming in 2014.

Children's department report from Rachel: This month saw the wrap-up of the final sessions of the year for babytime and storytime. We also had two Grade 1 class visits from St. John Elementary. One of these classes will continue to visit on a monthly basis.

The Montessori class had its final visit of the year and will return again in February 2014. We had an author/illustrator visit from Allison Graham and Cathy Rivoire and their book "Caterpillar Soup" with our St. John Elementary Grade 3/4 classes. Our PA Day movie was "Turbo" and was well attended given that the weather was not good. Also, no one came to Family Storytime - again, the weather was very bad.

14-4 The librarian's report was received on a motion by Neil Fennell and seconded by John Kalbfleisch.

Carried.

Financial Report

14-5 The financial report was received on a motion by Carol Rigby and seconded by Mark Burnham.

Correspondence and Communications

- 1) Notice from MTCS about 2011 provincial library statistics publication being delayed
- 2) Thank you card from Joni Seligman re: book in memory of Jackie Seaton
- 3) Email from Brenda Noonan re: Silver Birch program
- 4) Email from Elaine Turner, Perth and District Community Foundation, re: endowment fund balance of \$93,103.26 and upcoming disbursement of \$1,460

14-6 Moved by Brian Sutton and seconded by Mark Burnham that the correspondence be received as circulated.

Carried.

Advocacy reports

Carol Rigby has been working with the Canadian Library Association Trustee Network and will be circulating their newsletter to the board. Carol will be attending their annual conference in May as well as the Ontario Library Association's upcoming meeting. She also promoted the library at the many Christmas social gatherings attended.

Joan Wickware attended the webinar from Toronto on advocacy.

Brian Sutton attended the Maberly Mingle, selling the library as he mingled.

Neil Fennell took an Ottawa family on a tour of Perth that included a visit to the library where they had a very positive experience.

Mark Burnham tried to educate friends about the alternative options now available for those who have concerns about the opening hours of the library.

Committee reports

1) Property – Mark Burnham reported that a meeting was held on January 6th.

14-7 The property report was received on a motion by Brian Sutton and seconded by John Kalbfleisch.

Carried.

2) Policy – no meeting since last board meeting.

Policy review

None

New Business

14-8 It was moved by Mark Burnham and seconded by Neil Fennell that the Bookkeeper Contract as circulated be approved.

Carried.

14-9 The 2013-2022 Capital Budget report was received on a motion by Neil Fennell and seconded by Mark Burnham.

14-10 The strategic planning report was received on a motion by Allan McLean and seconded by Carol Rigby.

Unfinished Business

Insurance – no information from town to date.

14-11 Brian Sutton moved and Joan Wickware seconded the motion that a credit card be obtained in the CEO's name with a credit limit of \$5,000.

Carried.

14-12 Brian Sutton moved and Joan Wickware seconded the motion that Michael Lamping be thanked for all his years of service.

Carried.

14-13 Mark Burnham moved and Carol Rigby seconded the motion that a book be purchased for the library in honour of Michael Lamping, as is done with departing board members.

Carried.

Upcoming meeting dates

February 3, 3 p.m.: Policy Committee

February 10, 4:30 p.m.: Library Board
February 18, 10 a.m.: Property Committee

14-14 Motion to adjourn at 5:35 moved by Neil Fennell, seconded by Mark Burnham.

Chairperson

Secretary-Treasurer